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Deputy Director (Administration)

14 February 1951

Advisor for Management

Program Improvements Since Reorganization.

25X1 1. Since the reorganization of 1 October 1950, effected by Regulation ☐ dated 1 December 1950, the following benefits have been achieved by the Management Analysis Office:

25X1 a. All major projects are initiated only on the approval of the Office of the Deputy Director (Administration). This ensures the Management Office that its workload will be on a controlled priority basis, to do first things first. Assists in maintaining realistic workload.

b. The Management Analysis Office has been afforded much wider opportunity to participate in current planning and policy conferences.

c. Channels now exist whereby major problems uncovered by the Office can be directed to proper authority for correction.

d. Management participation in covert activities has widened immeasurably with a far better understanding for mutual benefits.

e. The function of the Employee Suggestions Program "placed properly under the Director of Personnel".

f. Authority established for Management to participate in the formulation or re-examination of all field tables of organization.

g. Advisor for Management is permitted to attend the weekly Assistant Directors' meeting which is greatly beneficial to the work of the Office from a standpoint of policy enunciation and understanding of Office problems.

h. Approval by the Deputy Director (Administration) of a trainee program which will permit this Office to train qualified young Management Analysts for future assignments to operating offices in administrative capacities.

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1. Establishment of a limited number of Organization and Methods Analysts' positions in the two largest operating offices (Office of Special Operations and Office of Policy Coordination), which will facilitate the Agency Management Program.

2. While this Office always received good support from top management, it is now operating under a strong system of central administration and a more clearly established Agency pattern both of which greatly enhance our ability to operate.



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